



CONFIDENTIAL.

## Memorandum to Inspectors

In submitting your nominations of Presiding, and Assistant Presiding, Examiners, you are requested to remember the responsibilities that attach to these positions. In a few instances the Presiding Examiners appointed on the recommendations of the Inspectors have discharged their duties so unsatisfactorily as to give rise to irregularities, which it is hoped in the interests of candidates and teachers may be in future avoided.

Occasionally an Examiner has been appointed, whose defects in vision, hearing, and bodily activity have made easy, if they have not actually suggested, frequent violations of the instructions. A case has occurred of an Examiner being so ignorant of the different examinations, and of the subjects, as to misinterpret the instructions and introduce serious confusion into the work of the Department. There have been instances of neglect in enforcing the instructions of the Minister. Information has reached the Department to show that some examiners do not read, and, therefore, do not know the instructions; that the time-table is not always strictly observed; that question-envelopes and answer-envelopes and their contents are not always guarded, opened, and distributed as directed; that candidates are not always seated five feet apart, do not always retain their seats throughout the examination, and do not always abstain from making signs, or talking, or exposing their answers, or communicating with others through open windows; that the examiners do not always give their undivided attention to the duty of presiding; nor do they always remain with the candidates in the examination-hall; that candidates are not always identified; and that candidates come and go in defiance of the one hour rule.

Cognizant of these things, the Department has thought it wise to bring them to your attention in a *confidential*, but, at the same time, *frank statement*. It is suggested that you acquaint your nominees with the contents of this memorandum, and that you advise them of the Minister's intention to treat with severity any substantial disregard of the instructions.

It is intended that the Inspectors should nominate as Presiding Examiners, and Assistant Presiding Examiners, only those persons of whose competence they are satisfied.

TORONTO, February, 1902.



